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C-A OPERATIONS PROCEDURES MANUAL

9.2.4 Procedure For Preparing an ESRC Check-Off List and Assuring that ESRC Recommendations are Completed

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Attachments

Hand Processed Changes

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Approved: _____ ***Signature on File*** _____
Collider-Accelerator Department Chairman Date

Y. Makdisi

9.2.4 Procedure for Preparing an ESRC Check-Off List and Assuring that ESRC Recommendations are Completed

1. Purpose

- 1.1 To provide guidance to the Experimental Safety Review Committee (ESRC) and liaison physicists in the process of creating a check-off list for conventional safety items associated with an C-A experiment. The check-off list requires designated personnel to verify that the required conventional safety items are in place prior to routine operation of an experiment.
- 1.2 To provide instructions to the ESRC Chair and the C-A Associate Chair for ESHQ on assuring that recommendations of the ESRC are acted on to completion.
- 1.3 ESRC recommendations can be from the minutes of the ESRC and memoranda to/from the ESRC Chair and are categorized into two classes:
 - 1.3.1 Check-off List Items - These items are required to be completed before initial start-up of an experiment. Completion is to be verified on the ESRC Check-Off List.
 - 1.3.2 Action Items - These items are not required for start-up of a specific experiment and should not appear on the ESRC Check-Off List. They relate to long-term improvements to the experimental areas.

2. Responsibilities

- 2.1 A person (usually a liaison physicist) shall be designated by the ESRC Chair to generate a check-off list for an experiment. This individual shall ensure that the required items on the check-off list are completed before initial startup of an experiment.
- 2.2 The Collider-Accelerator Chair or designated representative will review and approve the check-off list.
- 2.3 MCR Operations Coordinator will follow instructions on the check-off list to help ensure the required items on the check-off list are completed before initial startup of an experiment.
- 2.4 It is the responsibility of the ESRC Chair to designate personnel to track Action Items for the Collider-Accelerator Department, (e.g., liaison physicist or liaison engineer for an experiment).

3. **Prerequisites**

- 3.1 Qualified and trained ESRC members, liaison physicists, liaison engineers and MCR Operations Coordinators.
- 3.2 Check-off List Items and Action Items are generated from a review of the conventional safety issues for an area.

4. **Precautions**

- 4.1 The designated responsible person (usually a liaison physicist), and the MCR, shall ensure that all items that must be completed prior to allowing beam to the experiment are included in the ESRC Check-off List.

5. **Procedures**

5.1 ESRC Check-Off List Items

- 5.1.1 ESRC Check-Off List items shall be designated by CK-Year-Experiment Number-Item Number (e.g., CK-95-E898-01).

- 5.1.1.1 This nomenclature shall be used in ESRC minutes and also used on the check-off list.

- 5.1.2 The ESRC Chair shall designate a responsible person (e.g. liaison physicist) to prepare the check-off list for the experiment.

Note:

The designated responsible person shall include all appropriate items on the ESRC Check-off List. The items must be specific, be numbered, and be briefly stated on the check list. Examples of specific items are given [in C-A-OPM-ATT 9.2.4.a.](#)

- 5.1.3 The Check-Off List should include the items below (read [C-A-OPM ATT 9.2.4.b](#) for an example check-off list):

- 5.1.3.1 Title - signifies experiment.

- 5.1.3.2 Prepared by - identifies who prepared the list and when prepared.

- 5.1.3.3 Approved by - identifies who approved and when approved.

- 5.1.3.4 Devices requiring established set-points should have the set-points and device name recorded on the list.

- 5.1.3.5 All hazard barriers shall be identified on the list.
- 5.1.3.6 All User procedures shall be identified on the list.
- 5.1.3.7 Gas detectors, leak detectors, fire wire, smoke detectors and any interlocking safety device shall be listed by type of device and by location within the experimental devices or experimental areas.
- 5.1.3.8 Due date/s for completion of items.
- 5.1.3.9 As appropriate, training of C-AD watchstanders, technicians, and experimenters, on the experimental systems, procedures, hazards, and hazard controls.
- 5.1.4 Each Check-Off List Item shall be associated with the title of who is responsible for verifying its completion, e.g., [liaison physicist \(LP\)](#). Common abbreviations for titles should be stated on the check-off list.
- 5.1.5 Liaison physicists shall review [C-A-OPM 9.2.4.a](#), "Considerations When Making an ESRC Check-Off List" in order to help ensure all appropriate items are addressed.
- 5.1.6 The liaison physicist shall sign in the "Prepared by" spot and send the proposed list of check-off items to the ESRC Chair for approval.
- 5.1.7 IF in agreement, THEN the ESRC Chair or designate shall sign the list "Approved by" spot.
 - 5.1.7.1 The ESRC Chair or designate shall forward the Check-Off List to the Assistant Head of Operations.
 - 5.1.7.2 A copy of the approved check-off list shall also be maintained in ESRC files.
 - 5.1.7.3 A copy of the approved check-off list shall be sent for inclusion in the Experiment Run Book.
- 5.1.8 The "on-duty" Operations Coordinator shall verify the ESRC Check-Off List has been signed by the designated parties prior to the specified due date on the List before allowing set up to continue.
- 5.1.9 Modifications - All modifications to the ESRC Check-Off List must be reviewed and approved by one member of the ESRC and the designated responsible person for that experiment, (dated and initialized on the ESRC Check-Off List).

5.1.10 Completed (including previous year) ESRC Check-Off Lists shall be maintained by the Assistant Head of Operations.

5.2 Action Items

5.2.1 Action Items shall be designated by the nomenclature: ACT-year-sequential number (e.g., ACT-1995-01).

5.2.1.1 This nomenclature shall be used in ESRC minutes and on the Action Item Form.

5.2.2 An example ESRC Action Item Form is shown in [C-A-OPM ATT 9.2.4.c](#).

5.2.3 The ESRC Chair will assign a committee representative to track the item to its completion.

5.2.4 The C-A Associate Chair for ESHQ will maintain a file of ESRC Action Items.

5.2.5 Non-completed Action Items will be reviewed periodically but at least annually by the C-A Associate Chair for ESHQ and the ESRC Chair for progress to completion.

6. **Documentation**

6.1 C-A ESRC minutes and memos.

6.2 ESRC Check-Off Lists.

6.3 ESRC Action Item Form.

7. **References**

None

8. **Attachments**

8.1 Considerations When Making an ESRC Check-Off List, [C-A-OPM ATT 9.2.4.a](#).

8.2 Experimental Safety Review Check-Off List, [C-A-OPM ATT 9.2.4.b](#).

8.3 ESRC Action Item Form, [C-A-OPM ATT 9.2.4.c](#).